

## **PART 2.0**

### **ONLINE IRG SECURITY INFORMATION**

## **2.1 Online IRG Security**

The general public has read-only access to the system. Members of the public may view all State Profiles, certain default state addresses and, CSENet 2000 Exchange Agreement information. The Online IRG has three other types of users, each of which requires a logon ID:

- No Edit with Full View Capability (View-only);
- Edit with Full View Capability (State Administrators); and
- OCSE IRG Administrator.

## **2.2 No Edit with Full View Capability (View-Only)**

State Administrators may designate up to five people as View-only users. These users are normally caseworkers or other need-to-know parties within a CSE office. View-only users can view the following:

- State Profiles for their state and other states;
- FIPS codes/addresses:
  - State FIPS codes/addresses;
  - Region addresses;
  - County FIPS codes/addresses;
  - International addresses;
  - Central OCSE addresses; and
  - Regional OCSE addresses.

The OCSE IRG Administrator assigns the same username and password to all View-Only users within a particular state. State Administrators are assigned a unique user name and password. A state IRG contact desiring a new password can request one from the OCSE IRG Administrator. The OCSE IRG Administrator can be emailed from links on both the Online IRG Home Page Screen and the IRG State View Map Page Screen.

## **2.3 Edit with Full View Capability (State Administrator)**

Each state has up to five State Administrators who have additional access to the State Profiles and the FIPS codes/addresses for their state. In addition to View-Only capabilities, State Administrators have the ability to:

- Modify their state's profile;
- Add, modify or delete FIPS codes/addresses for their state, and its counties, and regions;
- Delete a state address description; and
- Update their state's Administrator tables and or delete a state address description:
  - Modify the Public View settings for a state address description;
  - Add or delete a state extension code;

- Add or delete a county address description; and
- Modify the Public View settings for a county address description.

## **2.4 OCSE IRG Administrator**

The OCSE IRG Administrator is a member of the Central OCSE office who has full access to the Online IRG. In addition to the same capabilities as View-Only users and State Administrators, the OCSE IRG Administrator can:

- Add, modify, or delete users for the Online IRG;
- Edit all State Profiles;
- Add, modify or delete FIPS codes/addresses:
  - FIPS codes/addresses for all states, regions and their counties;
  - Addresses for Regional and Central OCSE offices;
  - Addresses for international reciprocity agencies;
  - Update the OCSE IRG Administrator tables
  - Add or delete a state address description;
  - Modify the Public View settings for a state address description;
  - Add or delete a state region description;
  - Add or delete a state extension code;
  - Add or delete a local county address description;
  - Modify the Public View settings for a local county address description;
  - Add or delete a county code or a county name.
  - Add or delete a Central OCSE address description;
  - Add or delete an OCSE Region code or an OCSE Region name; and
  - Add or delete an international country code or country name;
- Restore history data of Online IRG transactions:
  - Restore data for a state if there is an error, if someone makes an unauthorized change to the data. (They can as well identify the username of the person who made the change.)

These functions are covered in a separate manual for the OCSE IRG Administrator.